

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE CONTRACT EXTENSION**

**CONTRACT NO:** CW28642  
**CAPTION:** Loan Services  
**PROPOSED CONTRACTOR:** AmeriNational Community Services dba/ AmeriNat  
**PROGRAM AGENCY:** Department of Housing and Community Development

**FINDINGS**

**1. AUTHORIZATION:**

DC Official Code §2-354.04, 27 DCMR §§1304, 1700, 1701, and 2005.2 (b)

**2. MINIMUM NEED:**

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development (the “District”) has an immediate need to extend the period of performance for the current loan services contract CW28642. The District needs the current contractor to provide loan services, loan collection, lease services, lease collection and foreclosure services.

The current service will be required for an additional two (2) months beyond the current expiration date of the current contract, June 16, 2019 through August 15, 2019.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price is \$276,652.40.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

A. The current contract CW28642 for loan services expires on June 15, 2019.

B. The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development issued a new Request for Proposal solicitation Doc400175 for loan services and collections management for DHCD housing assistance programs on November 8, 2018. The solicitation was publicly advertised in the local newspaper, The Washington Times, and posted online via the District’s online automated procurement solicitation, e-Sourcing, system on the issuance date. The competitive proposals received are currently under review and evaluations by the requesting program agency and the Office of Contracting and Procurement. The District intends to make a single award through the competitive sealed proposal process as specified in the solicitation.

- C. A market research survey was conducted, and it was determined that AmeriNational Community Services dba/ AmeriNat is the only loan service provider that has the adequate resources already established at the Department of Housing and Community Development to provide services during the extension period of performance.
- D. An extension of the current contract is the only way to ensure that the District does not experience an interruption of loan services. A break in service would jeopardize the District's effort to provide the current loan services for its current and future amortized and deferred loans for eleven housing assistance and rehabilitation programs in the District of Columbia. To ensure continuity of delivery of amortized and deferred loans made from several federal and local fund sources remain available to various housing assistance programs until award of a new long term contract.
- E. Amerinational Community Services dba/ AmeriNat has performed satisfactory service at the Department of Housing and Community Development since 2014.
- F. On February 25, 2019, the request for contract extension letter was sent to the contractor to continue the current service for an additional two months under the current rates listed in Section B.3.4 Price Schedule, contract terms, and conditions. AmeriNational Community Services dba/ AmeriNat, concurred to the extension letter dated February 26, 2019 and submitted the requested supporting documentation.
- G. On May 23, 2019, the second request letter for another contract extension was sent to the contractor to continue the current service for two more months under the current rates, contract terms, and conditions. AmeriNational Community Services dba/ AmeriNat, concurred to the extension letter dated May 29, 2019.
- H. Department of Housing and Community Development has sufficient and unused funding on encumbered purchase order that will become available to cover anticipated expenditure for the extension period. District does not require an additional funding certification by the Agency Fiscal Officer showing evidence of availability of FY19 funds to this period.
- I. Upon review and approval from program agency, Office of Contracting Procurement, Office of Attorney General, and the DC City Council, the new loan services and collections management contract will be awarded to the selected contractor. The District needs to extend the present services with the current contractor, AmeriNational Community Services dba/ AmeriNat, for approximately sixty (60) days.
- J. Public Notice of OCP's intent to award a sole source contract extension was posted to our website for ten (10) calendar days pursuant to the requirements of

Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010. The public notice was posted to OCP's website on June 4, 2019.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary R. (Polly) Donaldson  
Director,  
Department of Housing and Community Development

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source contract method under the cited authority. I certify that the notice of intent to award a sole source contract extension was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). No responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heather Reynolds  
Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process and that the proposed extension of Contract CW28642 with AmeriNational Community Services dba/ AmeriNat is justified. Accordingly, it is further determined that the District is justified in using the sole source method of procurement for this proposed sole source contract extension is in the best interest of the District of Columbia.

\_\_\_\_\_  
Date

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George A. Schutter  
Chief Procurement Officer  
Office of Contracting and Procurement